

**Summary:** Authority for signing the documents listed below rests solely with the exempt Agency Secretary; Department Commissioner; Elected Official; Exempt Department Head; and heads of divisions, boards, committees and commissions not reporting to an agency secretary or department commissioner (collectively "Appointing Authority"). This authority may be delegated to the exempt Agency/Department Deputy Secretary or Deputy Commissioner ("exempt designee") by executing and submitting this form to the Agency of Administration, Secretary's Office through VISION Security. Non-exempt directors and managers may not be assigned as designees except in emergency situations and with separate written approval by the Secretary of Administration.

**Agency/Dept. Name:** \_\_\_\_\_ **Appointing Authority Name (print):** \_\_\_\_\_

**For Calendar Year (YYYY):** \_\_\_\_\_ **Appointing Authority Title:** \_\_\_\_\_

By signing below, I certify that I am the exempt Appointing Authority for the Agency/Department listed above, and hereby delegate authority to the following individual(s) for the documents listed below:

Business Unit(s) (BU#)	Employee 5-digit #	Designee Title (print)	Designee Name (print)	Designee Signature

***If above designee is an emergency non-exempt appointment, during what period is this designation valid?***

***From: \_\_\_\_\_ To: \_\_\_\_\_ (mm/dd/yy).***

**Documents requiring Appointing Authority signature:**

- State Land and Building Assets:** Deeds and easements, purchase and sales agreements, options, and leases;
- Grant Applications:** Applications for and acceptance of grants from federal or other external sources;
- Budget/Appropriation Forms:** Revised estimates of anticipated receipts; Request to expend excess receipts; Transfer of funds between appropriations pursuant to 32 VSA 706 (a) and (b); Request to establish or change an imprest (petty cash) fund;
- Contracts and Grants to Others:** All contract approval requests and certification; contracts and grant awards to all individuals and organizations, public and private; all amendments to those contracts or awards; and all sole source and waiver requests; in accordance with Administrative Bulletins 3.5, *Procurement & Contracting Procedures* and 5, *Policy for Grant Issuance & Monitoring*;
- Finance & Management (FIN) and VISION Forms:** VISION System Operator Access Request for Signature Authority; all FIN and year-end reporting forms so noted as requiring signature by department head, agency head, organization head, or appointing authority;
- Travel & Expense:** any items so noted as "by Department Head only or by Appointing Authority" in Administrative Bulletin 3.4, *Employee Travel & Expense Policy*;
- Human Resources (DHR) and VTHR Forms:** All Department of Human Resources and VTHR forms so noted as requiring signature by department head, agency head, organization head, or appointing authority;
- Statutorily Required:** any documents for which statute requires the department head, agency head, organization head, or appointing authority as signatory.

\_\_\_\_\_  
**Appointing Authority Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Secretary of Administration or Designee Signature**

\_\_\_\_\_  
**Date**

***NOTE: This form must be submitted annually between January 1<sup>st</sup> and January 15<sup>th</sup> and as necessary due to staff change of Appointing Authorities or their designees.***

**Send completed forms to:** [FIN.VISIONSecurity@vermont.gov](mailto:FIN.VISIONSecurity@vermont.gov) or via fax to: 802-828-2434